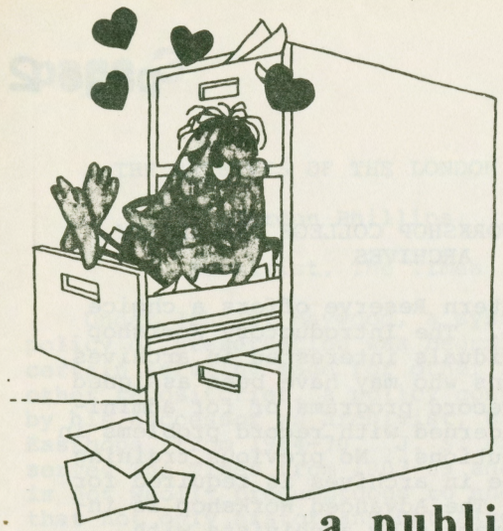


the mid—atlantic archivist

a publication of the
Mid Atlantic Regional
Archives Conference (MARAC)

VOLUME 5 NUMBER 2 APRIL 1976

MARAC STEERING COMMITTEE MEETING

Winterthur, Feb. 9, 1976

Present: Barbara Hearne, Ron Becker, Bob Morris, Anita Nolan, Frances Seeber, Sam Surratt, Doug Tanner, Martha Slotten, Paul Perkus, Adele Lerner, and Bob Devlin.

The meeting was called by Ron Becker and held in the Belknap Room of the Research Building at Winterthur at 11:00 A.M. Registration materials were prepared for mailing before the business meeting convened.

There was no Treasurer's report in the absence of the Treasurer, Mary Boccaccio.

At the directrion of a resolution passed at the last MARAC meeting, a separate steering committee person was to be chosen as Secretary from the at-large members, Martha Slotten was elected.

Ron reported Mary Boccaccio's plea for material for the Newsletter.

Bob Devlin reported for the nominating committee a slate of two delegates for each state with the exception of Delaware and West Virginia. After discussion concerning this on-going problem of a full slate for all states, it was decided to try to recruit more members rather than make exceptions for states with few members.

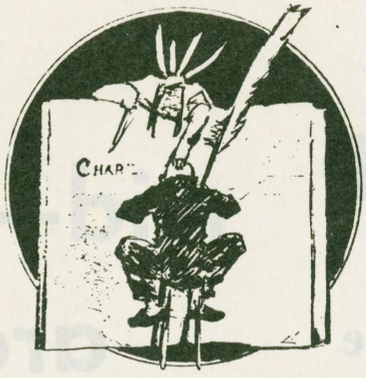
Devlin also opened discussion of the scholarship question. He will send out before March 25 a scholarship proposal providing for further training for MARAC members in archival, records management, manuscripts, or special collections in an annual grant limited to $500. which would include a $350 limit on tuition. Bob will mail the proposal to all steering committee members. The letter of application must be accompanied by a personal resume. The applicant must be responsible for having sent two letters of recommendation. Deadlines for application must be August 1. The scholarship will be publicized in S.A.A. and MARAC publications.

A proposal was drafted for the membership to pay 12¢ a mile beyond 150 mile limit for members of the steering committee. Ron Becker will send this proposal out to all Steering Committee members.

After lunch, Barbara Hearne took us on a tour of the Winterthur facilities which will be open to us March 26 and 27 and told of other local arrangements at the Hotel DuPont. A hospitality suite will be provided $150 for a coffee break. There will be bussing from the

continued on page 12

The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are $3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for $3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library University of Maryland, College Park, Maryland, 20742. Newsletter correspondence should be addressed as follows:



Editor: Mary Boccaccio
Maryland Room, McKeldin
University of Maryland
College Park, Maryland 20742

Oral History: Martha Ross
History Department
Francis Scott Key Hall
University of Maryland
College Park, Maryland 20742

Items submitted to M-A-A should be single spaced, no indentation, in columns 4½" wide, written on pica typewriter. Double space between paragraphs.

The Center for the Documentary Study of the American Revolution now has a computer-generated index to the papers of the Continental Congress that visitors to the National Archives Building may consult. The index comprises personal names, place locations, and subjects mentioned in approximately 50,000 items. When editorial work is complete (probably late in 1976), the index will be published.

7TH ANNUAL WORKSHOP COLLEGE UNIVERSITY ARCHIVES

Case Western Reserve offers a choice of Workshops. The Introductory Workshop is for individuals interested in archives, for librarians who may have been assigned to develop record programs or for administrators concerned with record problems in their institutions. No previous training or experience in archives is required for this group. The Advanced Workshop is intended for practicing archivists with responsible experience in the field. It will deal intensively with selected problems emphasizing group discussion. Preference in registration for this group will be given to participants from our previous Workshops.

Registration for each Workshop will be limited. Attendance of participants will be restricted to the lectures or seminars of the Workshop for which they have registered. However, participants from both Workshops will join in the social events which are planned to allow informal interchange with lecturers and staff, and they will all stay together in dormitory housing on the University Campus. All arrangements are planned to offer both new and practicing archivists a learning opportunity in a congenial setting and a chance to exchange ideas and experiences with other working in the same field.

Early reservation is suggested to insure a place. The fee for the Workshop is $275.00 including housing in single dormitory rooms and all expenses. Rooms will be available from 1:00 on Sunday June 13, until noon on Saturday; all meals from Sunday supper through Saturday breadfast are included. Checks should be made out to Case Western Reserve University; a deposit of $25.00 should be sent with the registration from. This deposit is not refundable.

For further information call or write: Mrs. Ruth Helmuth, Room 2, Adelbert Hall, Case Western Reserve University, Cleveland, Ohio 44106. The telephone number is (216) 368-4289.

drop-back box manual on loan

Paul Mucci has prepared a step-by-step manual for constructing the deluxe drop-back box for prints, manuscripts and books. The manual is intended for in-house training and it will not be published; however, the author will send Xerox copies on a loan basis to interested parties who wish to make the box from his instructions and who will make comments on ways to improve the manual. The author's address is listed on the masthead.

THE ARCHIVES OF THE LONDON TIMES

Gordon Phillips

Archivist, The Times

Under John S. Maywood, a systematic policy of preservation was begun, and certain scrutiny made for other records in other repositories, a policy continued by his successor as archivist, W. R. A. Easthope, from 1964-70. J. S. Maywood served The Times from 1903-69 and it is not wholly presumptuous to suggest that not only historians but also the nation owes him a great deal.

The Walter Papers and Delane Correspondence were calendared as soon as work on the History began under G. E. Buckle, but the records of other editorial staff, as well as important managerial papers, remained uncatalogued for years and today only the Liddell Hart, Northcliffe, Repington, Saunders and Steed papers can be said to be adequately indexed.

This archive, like that of other commercial organizations, hopes to become the natural point of reference for any material coming in and destined for somewhere other than the wastebin, but there are still considerable batches of unco-ordinated papers which have not been properly codified, as well as the debris that has accumulated of trivia concerning the past transactions, managerial, editorial, commercial and mechanical, which are unlikely to interest anyone, and which have erupted into volcanic proportions as a consequence of the move to new premises in June of this year.

The need for order grows as more and more scholars apply for leave to go through selected papers. It is here that this archive, possibly unlike those of other business houses, has to face up to the question of confidentiality and the dilemma of office versus personal copyright of certain papers written by its employees.

We are at present operating a thirty-year rule similar to that generally in use, except that it is at the Editor's discretion whether papers relevant to recent and controversial history should be kept totally confidential. It has been felt very strongly in the past that so long as the rule of anonymity prevailed, what was said to The Times editorial staff in private should not be subject to any time limit, and that it is no less imperative to keep faith after the informant is dead. Equally strong feelings have been held about private letters from members of the staff to their superiors being exposed to view in later years. In 1967, however, the present Editor, William Rees-Mogg, opened the archives to responsible researchers and it was decided that serious scholars should be allowed access approximately to the end of the period covered by the History - that is to say to 1948. The Editor, however, reserves the right to vet any material based on this archive before publication and, of course, the papers may only be consulted in situ.

ARRANGEMENT OF RECORDS

The records are filed in boxes and a subject, countries, and biographies index, with cross-references, is the primary reference tool.

The arrangement of the boxes follows a simple format:

(a) An ABC arrangement of subjects and countries
(b) A similar sequence for individuals

In the first series the material covers such disparate items as boxes of advertising rate cards and revenues, augmented by a miscellany of documents on the famous "Agony Column" and its exploitation by such great Englishmen as Sherlock Holmes, and boxes devoted to the intricacies of the involvement of The Times with the Parnell Royal Commission of 1886-9, including evidence, testimonies, and contemporary letters of comment from public figures and from as far afield as the Pinkerton Agency. Larger subjects such as the Royal Family; marketing and media research; publicity; industrial relations at PHS; management policy and department O. & M. surveys have their own boxes, as do other topics embracing such broad areas as editorial policy, budgets and recruitment; paper production and supply and the printing and typographical progression of the newspaper from the hand press to computer type-setting and colour printing. There is also an interesting series of boxes devoted to The Times "Companionship" as it was known before the Second World War, and illuminating the peculiar strength and depth of the camaraderie which characterized labour relations at the time. Documents on the site of The Times cover deeds of sale and leasehold, office plans and blueprints and building estimates.

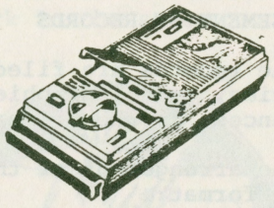
Smaller subjects, with less documentation, taken at random, include material on the General Strike, 1926; balloon and pigeon posts; bankers to The Times; the book war of the 1890's; censorship; circulation and distribution problems and coverage; codes and cyphers; Czechoslovakia and the 1938 crisis; Germany and The Times at war. Each have folders of their own within boxes and the contents arranged chronologically.

The City Page made its bow very early to cater for an era of wild commercial speculation and in 1840 the paper was instrumental in saving the very structure of the City of London from ruin. The subscription book, which is adorned with the names of every major merchant banker and financier, is in the archives and the 800 lb "Bogle stone" which celebrates the coup awaits a position in the new building in Grays Inn Road befitting its dignity. Company affairs from 1885 to the present day are carefully filed, with correspondence, legal documents, balance and wages sheets, shareholders' certificates, and accompanying ledgers.

continued on page 5

Oral History

and



the mid-atlantic archivist

by Martha Ross

Q: When we last talked, we were discussing the archivist's concerns with maintaining oral history materials--tapes and transcripts--that might be donated to her institution.

A: That's right.

Q: And I think you mentioned that the next topic we'd cover would be the physical care of the tapes and various considerations in handling recorded tapes.

A: Right. Probably your first concern upon receiving a collection of tapes, after they are properly identified and labeled, is to make copies, just for safety's sake. It is customary for a collection to have a master copy and a reference copy of each tape, so that--in the unhappy event of an accident which might erase part of a tape --there would be a master from which to make a duplicate.

In most collections, these copies are made on open reel tape, even when the interviews themselves have been recorded on cassettes. If cost is critical, a single master can be copied onto a reel, and the original cassette can be used as the reference copy. Incidentally, by punching out the two small lugs at either end of the back edge of a cassette, you can prevent its being erased and re-recorded.

Q: If the interviews can be recorded on cassettes, why copy them on reels later?

A: Tape technologists disagree about the durability of cassettes--as indeed they once disagreed about the durability of tape itself. But because the tape that is wound into a cassette must be very, very thin, and the recorded band very narrow, it seems reasonable to conclude that a magnetic signal fixed in a broader band on a thicker layer of tape might be more durable, less subject to "print-through," or the leaking of a strong signal from one layer of tape to the next. And in order to get both the broader recording band (or track) and the thicker tape, you have to go to tape on a reel.

Q: Then what thickness of tape should I be thinking of?

A: Tape thicknesses are expressed in mils, and tape on reels ranges from half-mil or .5 mil--the thinnest--to 1.5 mil, which of course is the thickest. The thicker the tape, the less liable it is to break or to print through. Of course, the thicker the tape, the less tape a single reel can hold, but this is not the prime consideration in archival situations. You want the very best quality tape, that is most likely to last the longest possible time.

Q: Are there considerations in tape quality other than thickness?

A: Yes. Another variable is the material from which the tape is made. Tape with an acetate base, for instance, is less expensive--in the same thickness and length--than tape with a polyester base. But the acetate-base tape will be more sensitive to temperature and humidity changes, and it is also more prone to breaking. As you can deduce, for archival purposes, a polyester-base tape will be the tape of choice, even though it may cost more. Again, when you are seeking to preserve unique recorded material, the very best quality tape is ultimately the best bargain.

Q: Any other variables?

A: The final one, I suppose, is not actually one of tape selection but of the recording speed at which you choose to make the copy. With a cassette recorder, you have no choice of recording speed. But when you go to copy the cassette onto an open reel, you may have two, three, or even more choices. The faster the tape passes the recording head, the greater the fidelity of the resulting recording.

Before tape technology was refined, it was important to record at a fairly high speed in order not to notice variations in the sound reproduction. As the technique has improved, however, it is no longer necessary to maintain a fast recording speed in order to insure faithful reproduction, especially for voice recording. Taping music requires greater fidelity and hence benefits from a faster recording speed more than taping conversation. And, of course, by recording at a slower speed, you get more recording time from the same length of tape.

Tape speeds are expressed at present in inches per second--although I've recently seen some figures given in metric measurements. The fasted speed on most open reel recorders is 7-1/2 inches per second, or ips, and this may be the speed you choose for recording music--if you have a very keen ear.

The next fastest speed is 3-3/4 ips, and this is now judged to be entirely acceptable for voice recording. Cassette recorders, incidentally, which have no choice of speeds record at 1-7/8 ips.

Q: To summarize, then, our choices when preparing master and reference copies of our recorded tapes . . .

A: You will choose a 1.5 mil polyester tape, and you will record your copies at 3-3/4 inches per second. If you don't feel you can afford two copies, you can use the original cassette for your reference copy.

In either case, be sure both copies are properly labeled, on box and on tape or cassette. Do NOT label the reel; it's merely a vehicle for carrying tape, and any reel can carry any tape, regardless of what label may appear on the reel.

Q: What comes next?

A: Next time, we'll talk about storing tapes and making them available to users.

Q: We'll look forward to that.

* * *

Technical aspects of oral history will be the feature of the annual oral history workshop, sponsored by the Oral History Associations of the United States and Canada, September 9 and 10, at the Public Archives of Canada in Ottawa. The 1976 Colloquium will follow at Château Montebello, in "la belle province de Québec," between Ottawa and Montreal. Reports indicate that a featured speaker at the Colloquium will be Daniel Schorr, CBS News correspondent, who was involved in making available for publication the report of the House Committee on Intelligence Activities.

For information on the Workshop, Colloquium, or membership in the Oral History Association, write:

Ronald E. Marcello
Executive Secretary
Oral History Association
Box 13734
North Texas Station
Denton, Texas 76203

MICROGRAPHICS BUYER'S GUIDE

The National Micrographics Association has issued the sixth edition of its Buyer's Guide. Free copies can be obtained by writing to NMA, 8728 Colesville Road, Silver Spring, MD 20910

The papers relating to individuals also vary in bulk from single folders to sets of boxes in date order.

Some of the more noteworthy collections include those of former proprietors, ranging from the Walter family in the 1780's onwards, through a major accumulation of Northcliffe papers to some of the papers of Lord Astor of Hever (1944-62). Also prominent are the groups of editors' papers. A recent donation of private cash-books, and memoranda of a financial nature to his manager, Thomas Massa Alsager, has done much to tear through the veil of anonymity which has attached to the person of Thomas Barnes (Editor, 1817-41). John Thadeus Delane (Editor, 1841-77), on the other hand, has been the subject of two full biographies and a very important collection of letters to Delane from Palmerston, Disraeli, Gladstone, Aberdeen, and others of lesser rank is contained in twenty-seven bound volumes, with a separate card index, and these have been supplemented by others acquired at different times. The papers of Geoffrey Dawson (Editor, 1912-19, 1922-41) cover 1906-40 and his alleged party to a policy of "appeasement" and close relationship with the Prime Ministers of the day is reflected and highlighted.

The editor's office diaries date from 1857 to the present. These vary in the information they contain, but always give the names of the leader writers for each day, and often, especially from about 1875-1900, give the authorship of leading obituaries, serial articles, features, and reviews. A set of "Contributors' Marked Copies" of the paper is also available on microfilm. These date from the 1890's and are often the only source of information for the attribution of articles.

From about 1849-1915 copies of the letters written by successive managers, Mowbray Morris (1847-73), John Cameron Macdonald (1873-89) and Charles Frederic Moberly Bell (1890-1911) were press-copied from manuscript and bound in a long series of letter books. These are useful in tracing the movements of correspondents as well as offering information on the companies, libraries, publishing houses, and members of the public with whom The Times had dealings.

A shorter range of bound letter books from the Foreign Editor exist up to 1910 and include out letters to, for instance, de Blowitz (Paris), J. D. Bourchier (Balkans), Sir Valentine Chirol (Berlin), George Saunders (Berlin), Sir Henry Wickham Steed (Berlin, Rome, Vienna), William Lavino (Berlin), and William Stillman (Rome), together with a host of other accredited correspondents.

The above-named Foreign Correspondents all have separate boxes devoted to their private correspondence with PHS, as do other journalistic giants of the past, G. E.

Continued on page 6

Morrison ("Morrison of Peking"), Flora Shaw (Lady Lugard) - the first Colonial Correspondent, and this in 1890, too-Sir Basil Liddell Hart, W. B. Harris of Morocco, A. L. Kennedy and Sir Donald Mackenzie Wallace. Sir William Howard Russell has a box of letters to Delane, together with a box file of other letters. The Russell diaries, which start with the Crimean War, are on permanent load to the archives, but these are close to public access.

Also in the archives are books and pamphlets relating to The Times as well as those published by The Times, its Supplements and members of staff. These number in excess of 2,000 and a renewed drive is under way to form a definitive collection.

There is also a useful collection of paintings, portraits, and photographs which have a direct bearing on the newspaper, as well as posters and ancillary promotional literature. In its Victorian heydey the paper was often used as a decorative motif on pieces of pottery and porcelain and a selection of these have made their way to the archives, as have a comprehensive collection of reprints of historical issues, both genuine, bogus, spurious, and unauthorized.

The historiography of The Times depends as much on other repositories as on its own resources, and it is fervently hoped that these notes will facilitate contact with readers of Business Archives who may have Timesiana unknown to the writer.*

*Communications should be addressed to: Gordon Phillips, Archivist, Times Newspapers Limited, P. O. Box No. 7, New Printing House Square, Gray's Inn Road, London, WC1X 8EZ. Telephone 01-837 1234.

NEW NOVEL IS INSPIRED BY ARCHIVES DOCUMENTS

A potential best-selling novel due out next May was inspired by documents at the National Archives. The author is Gen. Oliver Patton (Ret.), of Chevy Chase, Md., and the book, Hollow Mountain is described as a rip-roaring post-Civil War romance.

Patton's inspiration was the collection of monthly reports in the Archives on what was happening in the post-Civil War Army. From them - read while he was stationed at the Pentagon - he concocted a yarn about a Victorian girl, Samantha, who is kidnapped by Indians while en route to be married to a starchy young lieutenant posted in Arizona. Popular Libraries, a paperback publishing house, snapped up the yarn with alacrity and plans a first printing of a half-million copies.

ROCKEFELLER ARCHIVE CENTER

Pocantico Hills, N.Y.

During the twentieth century, organizations founded and supported by the philanthropies of the Rockefeller family have had a seminal influence on the development of education, science, medicine, social science, agriculture, economics conservation, and cultural affairs throughout the world. Material relating to these activities, plus the personal papers of family members and other individuals associated with their endeavors, total some 20 million documents to date, and comprise an invaluable and irreplaceable reference source for modern historians and other scholars.

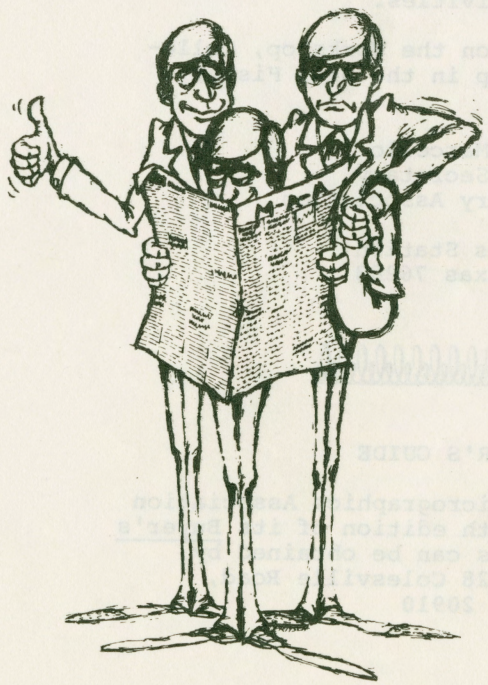
To insure the protection of these unique collections and to assemble them under one roof, the Rockefeller Archive Center of The Rockefeller University has been established. This new facility has been designed to serve as a permanent repository that offers convenient access and assistance to qualified scholars engaged in specific research projects. As more material becomes available from the Rockefeller family and organizations which they have supported, it will be added to the Archives.

The program of the facility includes plans for seminars and conferences relevant to the contents of the Archives, and for the publications of selected documents.

COLLECTIONS

The Archives will contain materials from:

continued on page 8



technical notes by paul mucci

RE-SIZING BOOK AND DOCUMENT PAPER WITH METHYLCELLULOSE--METHOCEL A4C

FORMULA

A. 0.75% Size solution: 75 grams METHOCEL A4C in 10 liters demineralized water.[1]

B. 1.0% Stock solution: 100 grams METHOCEL A4C in 10 liters water.

SUPPLIES AND EQUIPMENT

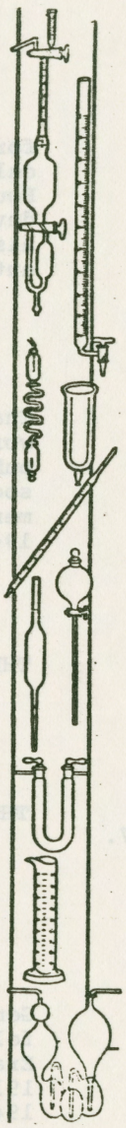
Stirring spoon, stainless steel
PYREX double boiler
PYREX beaker, 1000ml
COSMOS blotting paper, white 19x24"
FIBERGLAS insect screening, 12x14 & 15x18"
CESCO-LITE photographic developing trays, 14x16 & 16x20"
Polyester lining cloth, white
Enamelled bucket, 3-gallon
Stock pot, stainless steel, 8-quart
Metric balance, weighing tissue or scoop
Refrigerator
Stove or hot plate.

PREPARATION OF SIZE SOLUTION

A. 0.75% solution METHOCEL A4C

1. Bring 3 liters demineralized water to a near boil: 80° - 90° C.
2. Place 75 grams METHOCEL A4C in the stainless steel stock pot and slowly stir in the 3 liters of hot water.[2] Mix thoroughly.
3. Add 4 liters of room temperature water and stir the mixture thoroughly.
4. Place the stock pot (with 7 liters of mixture) into the refrigerator and chill the contents overnight.[3]
5. Pour the clear size solution into a suitably large container and add another 3 liters of water, bringing the total to 10 liters of water. Stir thoroughly and use.

B. 1.0% Stock solution (100 grams METHOCEL) is prepared in the same manner as an 0.75% solution and then it is diluted for use.



APPLICATION AND DRYING

A. Soaking technique

1. Pour some of the size solution into one of the developing trays, to about 2/3 filled.
2. Place each sheet of paper to be treated between two sheets of FIBERGLAS screening.
3. Angle these sandwiches into the solution one at a time. (Size in groups of 15 to 20 sandwiches at a time.)
4. Allow the paper to soak 15 to 30 minutes.[4]
5. Carefully remove the entire stack from the size bath; drain the stack by holding one corner downward.[5] Place the stack in an empty developing tray.

B. Drying technique

1. With the sandwiches still in a stack, remove the top screen and transfer the treated paper to a sheet of polyester cloth. (The cloth covers a blotter and the two form one-half of the drying sandwich.) Turn the bottom screen over and lay the paper against the cloth and carefully peel or roll the screen away.[6]
2. Cover the wet paper with another sheet of polyester cloth and then with another blotter. (This completes the second half of the drying sandwich.) Proceed to transfer the next sheet of paper and to build a drying stack.
3. After you have transferred the 15 to 20 sheets of treated paper to the cloth/blotter sandwiches, turn the drying stack over and change the blotters.[7] Continue to change the blotters, but allow the paper to remain longer in each set as the drying progresses.[8]

COMMENTARY

Unsized paper is a porous sheet of matted and chemically bonded cellulose fibers. To be suitable for use with writing inks the paper surface or the individual fibers of the sheet must be impervious to liquids or feathering of the ink will occur. Although unsized paper can be used for printing with wood or cast type, a light application of size will improve the results.

Book and document papers that have lost their size during aqueous treatments, such as washing and neutralizing, can be re-sized (but this is not always necessary). Sizing will strengthen old paper by providing substance and protect it with a film barrier. Also, re-sizing restores the characteristic rattle or crisp handle of some papers.

continued on page 9

The Bronx County Historical Society has published a Bicentennial Memorabilia and Philatelic passport. The Collection consists of three 11" X 14" color prints, suitable for framing. 1) A reproduction of the first U.S. postage stamp, 1847. 2) Patrick Henry's famous speech, with reproductions of revolutionary flag stamps. 3) An enlarged reproduction of the British Tax Stamp of 1765, with reproductions of Hamilton, Washington and Franklin stamps.

The Passport contains suggestions for historical sites to visit in your area. As you visit them, you place a postage stamp on a page of the Passport, then present it at any U.S. Post Office. They will hand cancel the stamp for you, showing location and date. This unusual Passport will be your personal history of the Bicentennial, and someday may even be a collector's item. Again, quantities are limited, so order right away. These are available from the Bronx County Historical Society, 3266 Bainbridge, Bronx, NY 10467.

1. Position of Archivist:
   a. M.L.S. or equivalent in archival management.
   b. Minimum 3 years experience.
   c. Proven ability to supervise.
   d. Interest in state and local history.

   Salary $10,500

2. Position of Assistant Archivist:

   a. B.L.S. or equivalent in archival training.
   b. Minimum 1 year experience.
   c. Ability for handling detail and editorial duties.
   d. Interest in state and local history.

   Salary $9,500

3. Period: July 1, 1976 through July 30, 1977.

4. Project: To organize into one series a guide to all published, unpublished, and collected manuscript material dealing with Chester and Delaware Counties 1700-1800.

Send Resumes to:

Don Callender
Colonial Pennsylvania Plantation
Ridley Creek State Park
Edgemont, PA 19028

The Southwest Newsletter announces the activities of the Southwest Research Center and Museum for the Study of African-American Life and Culture. The Newsletter notes publications, exhibits, seminars and other research activities. The newsletter is available from the Southwest Research Center & Museum, Box 886, Bishop College, Dallas, Texas 75241.

Harriet Ostroff, recently named editor of the National Union Catalog of Manuscript Collections and head of the Manuscripts Section, Descriptive Cataloguing Division, announced the publication of the 12th volume of the National Union Catalog of Manuscript Collections. It is available for $50.00 from the Cataloguing Distribution Service Division, Library of Congress, Washington, D.C. 28541

I

THE ROCKEFELLER UNIVERSITY

formerly The Rockefeller Institute for Medical Research, from 1901 to the present. Founded as the country's first institution devoted solely to medical research, it has also served, since 1954, as a university authorized to grant the Ph.D. degree.

II

THE ROCKEFELLER FOUNDATION

Inactive files relating to the Foundation's worldwide programs in education, research, public health, medicine, arts, humanities, social science, and agricultural development from 1913 on. The records through 1941 are open for research.

III

THE ROCKEFELLER BROTHERS FUND AND THE SELANTIC FUND

IV

THE OFFICE OF THE ROCKEFELLER FAMILY AND ASSOCIATES

V

OTHER ORGANIZATIONS AND INDIVIDUALS

General Education Board, 1902-1954; Rockefeller Sanitary Commission for the Eradication of Hookworm Disease, 1909-1915; The Bureau of Social Hygiene, 1911-1940; China Medical Board, 1913-1929; Laura Spelman Rockefeller Memorial, 1918-1941; International Education Board, 1923-1941; The Spelman Fund of New York, 1928-1949; The Davison Fund, 1930-1942; and The American International Association for Economic and Social Development, 1946-1969; personal papers of Claude W. Barlow, Wallace Buttrick, Jackson David, Lawrence B. Dunham, Edwin Embree, Leo M. Favrot, John A. Farrell, Frederick T. Gates, Wickliffe Rose, and George E. Vincent.

Early Chinese papermakers used gypsum and rice-water as sizing agents. Later, Europeans sized paper with heated, dilute gelatin made by boiling down parchment scraps. Traditional European gelatin size had no additives. However, by mid-17th century, Roman alum had been introduced to prevent gelatin putrefaction in the sizing tub or vat and to improve the sizing process. By mid-19th century gelatin size had been replaced with the internal sizing process, which first employed rosin and Roman alum, but after 1875 Papermaker's alum replaced the alum of antiquity.

Because Roman alum, rosin and Papermaker's alum introduce or create acid conditions in paper, they are unacceptable for our use in re-sizing paper. Under certain circumstances a parchment size without additives might be used, but several factors make it less than ideal: it is difficult to prepare and apply successfully; once applied it will attract insects and support mold growth; and accidental wetting or excessive humidity and temperature might cause the gelatin to stain the paper or contribute to other kinds of paper damage.

An ideal sizing agent should not represent safety or health hazards to workers performing the treatment; it must not introduce acid conditions in paper; the film barrier should be flexible and not attract insects or support mold growth; the size should be easy to prepare and apply (and the prepared solution should have a long shelf-life without refrigeration); and it should be reversible in cold-water. Methylcellulose appears to meet most or all of these requirements.

Methylcellulose is linear polymer derived from cotton linters and wood pulp. These raw materials are treated with caustic soda to produce an alkali cellulose. This substance is treated with methyl chloride to form the cellulose ether--methylcellulose. This fibrous reaction product is purified to meet U.S.P. and F.C.C. requirements for Premium Grade methylcellulose and ground to a fine, uniform powder.

Methylcellulose is manufactured by Dow Chemical Co. under the trade name, METHOCEL. Of the three chemical types produced, the METHOCEL A group appears to be the best choice for re-sizing book and document papers.

Four products make up the METHOCEL A group[9]: numbers A15, A4C, A15C and A4M--listed in order of increasing viscosity and molecular weight. METHOCEL A4C is a medium viscous, medium (molecular) weight methylcellulose; it is suitable for re-sizing paper because of its adhesive properties in dilute solution. Its moderate viscosity prevents handling and soaking problems in solutions under 1.0%.

The formulation of a METHOCEL A4C sizing solution depends on the condition of the paper undergoing treatment and the degree of stiffness you intend to impart. Solution concentrations between 0.60 and 0.90% are used, with an 0.75% solution meeting most of your needs. You could prepare a 1.0% stock solution and dilute portions of it to deal with the specific requirements of each job. (To obtain an 0.90% solution dilute one liter of the 1.0% stock with 111ml water; for an 0.75% solution dilute with 333ml; and for an 0.60% solution dilute one liter of stock with 666ml water.)

All METHOCEL A untreated powders are soluble in cold water and insoluble in hot. It is believed that over long periods of time METHOCEL A products will not lose their cold water reversibility by complexing or crosslinking. According to the manufacturer METHOCEL cellulose ether products present no significant health hazards; however, dust from METHOCEL could cause temporary mechanical irritation to the skin and eyes in high airborne concentrations and could be considered as a nuisance dust in low airborne concentrations. Dow's Premium Grade METHOCEL is preferred over their Standard Grade for re-sizing book and document papers. METHOCEL powders should be stored in tightly sealed glass containers to prevent moisture sorption from the air. Stored solutions should also be tightly sealed to prevent concentration changes brought about by evaporation. Store solutions in glass or stainless steel containers.

Paper is re-sized after it has been cleaned, washed, neutralized and buffered and washed again.[10] Any mending that needs to be done would follow re-sizing. Some sizing agents can be applied with a wide brush or a latex paint roller. In some cases paper can be dipped into a sizing solution. However, for our purposes, the soaking technique is by far the safest to use.

There are other methods for drying sized paper. The drying technique presented in this article is intended for those who do not wish to buy or construct special equipment. Blotters are expensive, and in the cloth/blotter drying technique they are eventually used up. Nevertheless, you have more control over the rate of drying in this process than with some other methods, and cockling and fluffing will not become problems. Also, in absorbing some size, the cloth/blotter technique prevents excessive applications of sizing materials. Rotate your blotters and retire them as they get used up. Use acid-free, COSMOS blotting paper in the last two or three drying stacks. COSMOS blotting paper is produced by the Standard Paper Manufacturing Company of Richmond, Virginia.

Use polyester lining cloth in the drying sandwich to prevent the sized paper and blotters from sticking together. Paper treated with methylcellulose adhesives will not permanently adhere to polyester cloth--you can peel away the cloth without damage to the paper. Therefore, to protect wet paper, you can allow the re-sized paper to dry in the cloth sandwiches--you can handle the cloth sandwich instead of the fragile paper when changing blotters.

I use a 100% Trilobal Polyester lining cloth--CASINO-PLUS, Skinner item #8377--available in most yardage stores. You should purchase a 25-yard bolt and, with pinking shears, cut about 45 pairs of cloth slightly smaller than the 19x24-inch blotter size. Wash the cloth in cold water after every two or three uses.

Place only one or two sheets of re-sized paper in each cloth and blotter sandwich for proper drying. If the edges of the paper lie close to the edges of the drying sandwich the paper will dry unevenly and wrinkles or cockling will develop. A stack of 30 to 40 new blotters used as a drying weight will help promote even drying. (You can seal the edges of the drying stack with toweling to further promote even evaporation.)

CESCO-LITE photographic trays are manufactured with a flat, unribbed bottom, which makes this product suitable for paper conservation work. You should have three each of two sizes of developing trays. The sizes listed at the beginning of this article will meet most of your needs, and they will handle the 12x14 and 15x18 sheets of FIBERGLAS insect screening.

To improve the circulation of the sizing solution through the insect screening, punch five or six holes in each sheet.

The sizing solution is discarded when it becomes discolored.

FOOTNOTES

1 Dow Chemical Co., Midland, Michigan 48640. You should use Premium Grade, untreated powder. Request Dow's HANDBOOK ON METHOCEL.

2 The powder is insoluble in hot water, but hot water will disperse the powder and allow it to be wetted without lumping.

3 Chilling to 0° - 5° C will cause the powder to dissolve and form a clear solution.

4 While the paper is soaking you can go through the pile and brush each sheet, recto and verso, with a Japanese brush; but you need two trays of size solution to accomplish this task efficiently and safely.

5 This must be done carefully so the paper will not slip from the screening, especially when using the higher percentage solutions. Grip the stack on two opposite sides and maintain a slight curve in the stack to keep the paper locked in place during the 3 to 4-minute draining period.

6 If the paper is fragile you can place the entire screen sandwich into a blotter sandwich for initial drying; then, transfer the partially dried paper to a cloth/blotter sandwich.

7 Construct the first 3 drying stacks with 6 blotters inserted between every cloth/blotter sandwich to act as reservoirs. Construct the remaining stacks with 3 or 4 blotter inserts. You can remove or exchange the cloths after the third blotter change.

8 The first change of blotters should be made when the transfer of wet paper from the screening is complete. The second change of blotters should take place after 10 or 15 minutes. The last change, usually the fifth or sixth, should hold the paper overnight. This last drying stack should be weighted with 30 to 40 new blotters.

9 METHOCEL A25 is no longer available.

10 Instructions for washing and neutralizing paper appeared in the "Technical Notes" columns, M-A-A NEWSLETTER vol. 4, nos. 1 &2 (January and April 1975).

Documentation Newsletter is a new biannual publication from the Department of Manuscripts and University Archives of the Cornell University Libraries. Archival processes, problems and solutions are discussed within this newsletter. Also included are notices of recent accessions, and descriptions of selected collections. For further information or to be placed on the mailing list, write the Department, 101 Olin Library, Cornell University, Ithaca, N.Y. 14853.

The 1976 LAKE ONTARIO ARCHIVES CONFERENCE will be held Friday and Saturday, May 7 and 8, 1976 at St. John Fisher College and the Rochester Museum and Science Center, Rochester, New York.

Archivists, librarians, manuscript and museum curators, historians, students, and other interested parties from the Ontario - New York - Quebec area are cordially invited to attend

The varied program will include discussions and workshops on corporate archives, maps and photographs, exhibits, religious archives, basic techniques of manuscript arrangement and preservation, and municipal archives.

For further information, contact:

Gari-Anne Patzwald, Archivist
Drake Memorial Library
State University College
Brockport, New York 14420

STATE UNIVERSITY PICKED AS SITE FOR JFK LIBRARY

The family and friends of the late John F. Kennedy have announced that the JFK Library and Museum will be constructed on a new campus of the University of Massachusetts at Columbia Point, in South Boston.

This ends 12 years of effort to build the complex at Harvard, the university so closely associated with President Kennedy. Opposition to construction of the JFK Library in Cambridge came primarily from community groups concerned about excessive congestion from tourists. At one point consideration was given to housing the Library in Cambridge and the museum at another location but this concept was ultimately abandoned as impractical. The facilities are combined at the five other presidential establishments currently in existence.

Senator Edward M. Kennedy, as spokesman for the family, spoke of the late President as "a public man", and said that it was appropriate that he be remembered at a public university.

The Leo Baeck Institute is undertaking a project complete, to the greatest degree possible, its collection of over 700 19th and 20th century periodicals. The project, funded by a National Endowment for the Humanities grant, is progressing well.

Recently, the Institute was able to purchase from a private collector quite a few volumes of the German satirical periodical "Simplicissimus," all in excellent condition. They include a complete set of volumes from 1897 through 1916; from April, 1931 through May, 1933; and additional incomplete volumes from the 1920's. The 1933 volumes are of particular interest since they trace the progress of "Gleichschaltung" at "Simplicissimus."

In this connection it should be noted that the LBI Archives posesses rich material by and about Thomas Theodor Heine (1867-1948), the Jewish caricaturist and co-founder of "Simplicissimus," The collection contains drawings and numerous letters, including one in which Heine discusses his ouster from the publication in 1933.

NEH GUIDELINES FOR GRANT APPLICATIONS

The National Endowment for the Humanities has issued guidelines for grant applications during 1976. Financial assistance for archives and historical organizations is offered under several Endowment programs.

The Division of Research Grants of the National Endowment for the Humanities provides support through the following programs: General Research, which includes support for the research and writing of serious narrative history on the state and local levels; Research Tools, designed to support the productic of basic reference works for advanced scholarly research in the humanities; Editing, through which the Endowment supports the work of making historical and literary papers more available for scholarly purposes; and Centers of Research, to help major research collections and centers make their collections more accessible and to help them carry out scholarly research. Deadlines for applying for research programs should be submitted according to the following schedule.

General Research.....June 1
(For projects beginning after Jan. 1, 1977)
Research Tools and Editing.....May 3
(For projects beginning after Jan. 1, 1977)
Centers of Research.....Oct.6
(For projects beginning after July 1, 1977)

Preliminary inquiries and requests for application instructions should be addressed to the Division of Research Grants, National Endowment for the Humanities, Washington, D.C. 20506.

A workshop session at SAA '76, the Washington annual meeting, will consider grant funding available for archival projects. Opportunities for conferences with representatives of foundations will be provided.

PLANNING FOR THE 1980 CENSUS: SUGGESTIONS SOUGHT

The Census Bureau is now actively working on plans for the 1980 census. Important decisions will be made in the relatively near future. Although there are many constraints on the census in terms of what and how much information can be collected and tabulated, the Bureau believes that it is very important to obtain and review the recommendations of a wide range of users and potential users of decennial census data. Contact Director, U.S. Bureau of the Census, Washington, D.C. 20233

hotel to Winterthur at 9:15. After discussion, it was decided to put out a memo that buses will leave the hotel at both 9:15 and 11:00 to provide for late-comers. Registration will be at Winterthur and not at the Hotel.

Adele Lerner represented the Program Committee and reported that there are a few gaps left in the program which were discussed with suggestions given. There will be no smoking at Winterthur. Adele asked about the possibility of MARAC financing for slide programs for future Bicentennial programs which might involve the photographing of stamps, account books, art works. The possibility of marketing these was discussed. Nothing definite decided.

Martha Slotten reported on the Harrisburg meeting to be held March 29 and 30 at the Holiday Inn Town in Harrisburg. The local arrangements committee will be Bob Nawrocki, Harry Whipkey, Dorothy Cieslicki, Bob Coley, Joyce Eakin, and Martha Slotten. Though the program committee will be in communication with the local committee, it is planned to arrange for one of the two days in Carlisle for visits to Dickinson College and the Military Collection at the Army War College.

Ron's proposal to hold the fall, '77 meeting with the Society of Ohio Archivists in Wheeling, West Virginia was approved. He will find members in that area to help the SOA. Fredericksburg and Atlantic City were discussed for Spring of '77. There was an enthusiastic response to the Atlantic City possibility. The spring, 1978 meeting may be held in Albany.

The meeting was adjourned at 4:00.